

AGAR ADVISORY

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PROCUREMENT AND PROPERTY MANAGEMENT
AGAR ADVISORY NO. 61

Safeguarding Classified National Security Information

INTRODUCTION: This Agriculture Acquisition Regulation (AGAR) Advisory is an aide for Contracting Officers (CO) and Contracting Officer Representatives (COR) on FAR Part 4.404 as it relates to safeguarding classified national security information that is released to contractors.

SUMMARY: The government provides guidance to contractors for classified contracts primarily by incorporating a DD Form 254, DOD Contract Security Classification Specification, into every classified contract. The DD Form 254, which is prepared by the COR or project/program manager, provides the contractor (or a subcontractor) the security requirements and the classification guidance necessary to perform on a classified contract. When required, the CO and COR must assure the appropriate security clause and a completed DD Form 254 is incorporated into the solicitation and resultant contract.

SPECIFIC ISSUES: FAR 2.101 defines a classified contract as “any contract in which the contractor or its employees must have access to classified information during contract performance. A contract may be a classified contract even though the contract document itself is unclassified.”

The U. S. Department of Agriculture (USDA) must adhere to the requirements outlined in the National Industrial Security Program Operating Manual (NISPOM). All classified contracts, at a minimum, must contain FAR clause 51.204-2 (Security Requirements) to bind the contractor and meet the security requirements identified in the NISPOM. The DD Form 254 tells the contractor what needs to be protected and to what degree. The form shall be used to identify security requirements imposed on the contractor.

QUESTIONS: The Information Security Staff, Personnel and Document Security Division, Office of Procurement and Property Management, is the point of contact for additional Industrial Security guidance and information on completing the DD Form 254. Please contact Diane Dixon at (202) 260-0106, by fax at (202) 720-7708, or by email to diane.dixon@usda.gov.

This advisory is available at <http://www.usda.gov/procurement/policy/advisories.html>.

EXPIRATION DATE: Effective until canceled.

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